


**King County**
**Department of Development and Environmental Services**

900 Oakesdale Avenue Southwest

Renton, Washington 98055-1219

206-296-6600 TTY 206-296-7217

## REVISIONS TO PERMITS: ISSUED BUILDING PERMITS ONLY

For alternate formats, call 206-296-6600.

### How to Obtain a Revision to an *Issued* Building Permit

During the construction process, changes sometimes need to be made to the approved plans or the approved site. When changes are made to issued/under construction building permits, a revision may be required. Some examples of what may require a revision are:

- A change in the driveway to accommodate fire access
- A change from a stick built roof to engineered trusses
- A change from an unheated attic or basement used for storage into a conditioned living space, such as an office or family room
- Relocation of interior walls whether bearing or not
- Changes to approved building plans (e.g., change in foundation design or framing)
- Addition or deletion of windows, doors, decks, or porches
- Relocation of the building on the approved site plan.

To apply for a revision, you will need to provide the following. Forms are available online via the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes) or by calling DDES at 206-296-6600.

- Affidavit for Application Form
- Revision Form (see page two)
- 2 sets of building plans clearly indicating the change – NOTE: Please clearly indicate what the change is, or the entire set of plans will be reviewed at the current hourly rate.
- 3 copies of a site plan that meets the site plan requirements
- 2 copies of any other Engineering, Calculations, or Reports.

To schedule an appointment to submit your revision, call the **DDES Appointment Line at 206-296-6797**. If you prefer to drop off your revision application at DDES (address above), please sign up on the walk-in list to have your application screened, and take your application to the Cashier's window along with a check for \$102.64, payable to King County Office of Finance.

Fees for approval of revisions vary based upon the number of reviews required. A counter service fee of \$102.64 for intake and issuance (or permit processing) is assessed for all revisions. Building Plan review is charged hourly (\$144.90 per hour as of January 1, 2004). If more square footage is added, fees for plan review and inspection are added based on the new area. If changes affect the approved site, appropriate fees will be charged (see examples below) in addition to the hourly plan review charges.

Residential Fire Flow Review	\$181.12
Residential Site Engineering Review Base Fee	\$362.25
Sensitive Areas Review	\$144.90 per hour
Grading Review	\$144.90 per hour

For additional questions about obtaining a building permit revision, please contact the **DDES Permit Services Center at 206-296-6600**.

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**King County DDES Revision to Building Permit**

Revision Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Activity/Project Number: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Scope of Changes to Approved Building Plans (list all changes made):****Scope of Changes to Approved Site Plan (list all changes made):****Additional Square Footage Added:**

Basement/Bonus: \_\_\_\_\_

1<sup>st</sup> Floor: \_\_\_\_\_2<sup>nd</sup> Floor: \_\_\_\_\_

Decks/Covered Porches: \_\_\_\_\_

Garages/Carports: \_\_\_\_\_

Valuation for Rockery: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**Documents Submitted:**☐ Building Plans ( \_\_\_\_\_ )☐ Energy Calcs ( \_\_\_\_\_ )☐ Engineering ( \_\_\_\_\_ )☐ Site Plans ( \_\_\_\_\_ )☐ Other \_\_\_\_\_☐ Other \_\_\_\_\_☐ Other \_\_\_\_\_☐ Permit submitted by Drop Off

ck# \_\_\_\_\_ Amount \_\_\_\_\_

**Check out the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes)**